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5 JUL 1967

**MEMORANDUM FOR:** Deputy Director for Support

**ATTENTION** : Special Planning Assistant for the  
Deputy Director for Support

**SUBJECT** : Operating Budget FY 1968 and  
Office Estimate FY 1969

**REFERENCE** : Memorandum from Chief, Budget Division, O/PPB,  
dated 5 May 1967 - Same subject

1. Attached in an original and four copies is Part I of our Operating Budget FY 1968 and Office Estimate FY 1969. R & D Shopping List, Form 1276, is not included since it is not applicable to the Office of Training.

2. A separate memorandum is being submitted concerning FY 1968 requirements which are not included in the Operating Budget totals.

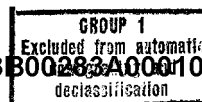
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*for* John Richardson  
Director of Training

**Attachments:**

- 1 - Summary of Funds, Form 2237 (revised)
- 2 - Explanation of Changes, Form 829 (revised)
- 3 - Property Requirements, Form 2670 (revised)
- 4 - Supporting Schedule to Form 2670
- 5 - Position Summarization and Justification Forms 632a and 632c
- 6 - Organizational Chart and Functional Statement

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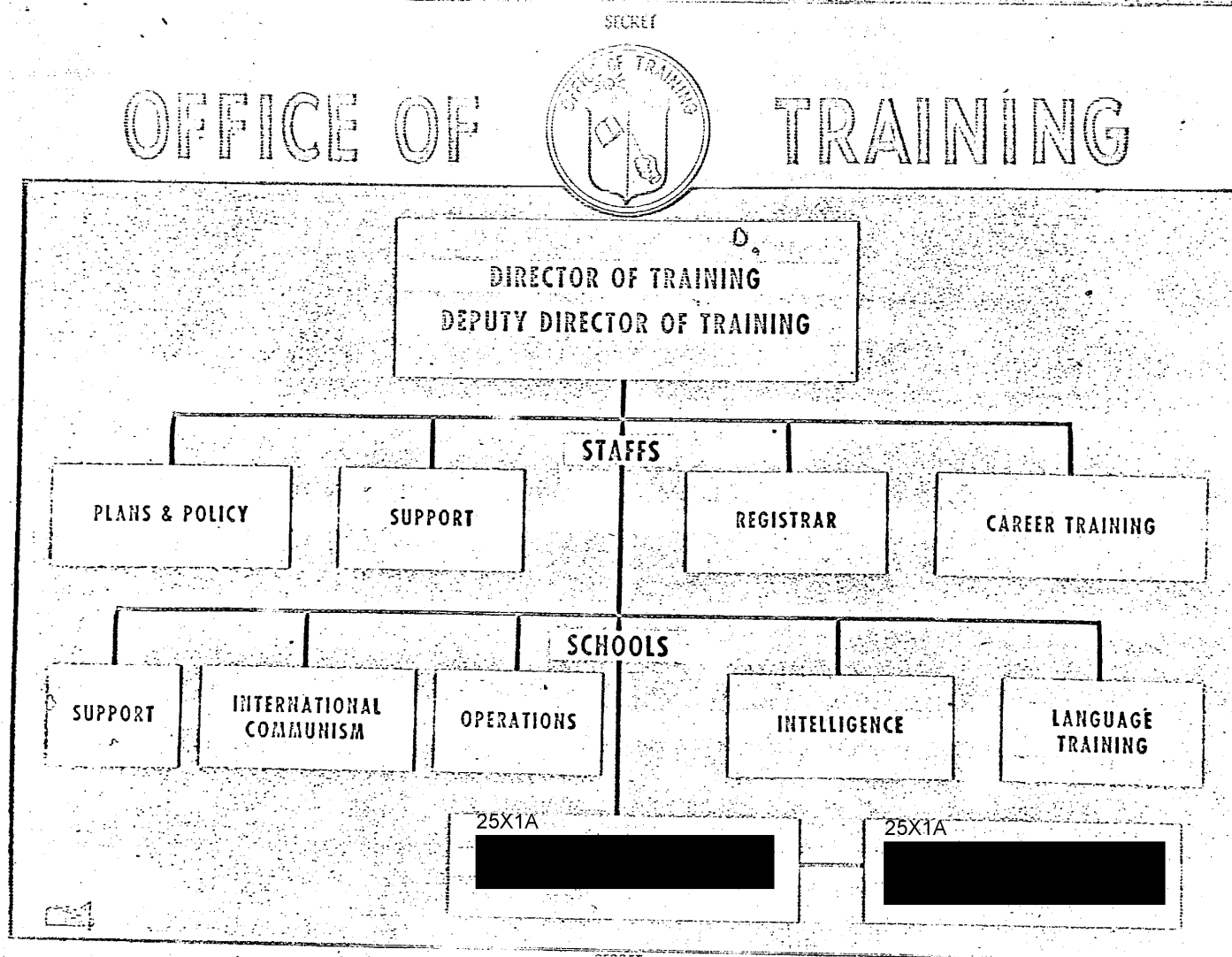


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FUNCTIONAL STATEMENTS FOR THE  
OFFICE OF TRAINING BY  
ORGANIZATIONAL UNIT

STAFFS

The Plans and Policy Staff makes recommendations to the Director of Training concerning across-the-board policy and training operations matters. It is responsible for all PPB activities and the establishment of a management data base.

The Support Staff coordinates the administrative, financial, personnel, security, and logistics activities for the Office. It also administers the OTR Audio and Visual Aids Sections.

The Registrar Staff is responsible for the enrollment of Agency personnel into internal and external training and certain support activities while the students are in training. It is also the center for training information, training statistics, course schedule liaison, and development of PAI.

The Career Training Staff is responsible for the selection, training, and placement of professional officers in the several Agency components.

SCHOOLS

The Support School is designed for those courses which are not related specifically to the collection or production of intelligence but which are of common concern to all elements within the Agency. It is responsible for training in management and supervision, training for Midcareerists, and training for clerical personnel. It is also responsible for training in techniques of finance and logistics and for general support services courses.

The School of International Communism provides courses about communism for Agency personnel, participates in tutorial training programs in the United States and abroad, and provides assistance to courses in other U.S. Government agencies.

The Operations School is responsible for a complex of formal and informal nontechnical courses in clandestine operations and related skills. The instruction is divided into two broad categories, namely, a group of 18 formal courses in advanced and specialized aspects of clandestine operations and a second group of tailored "basic" courses mainly for personnel who for security reasons may not enter official Agency premises.

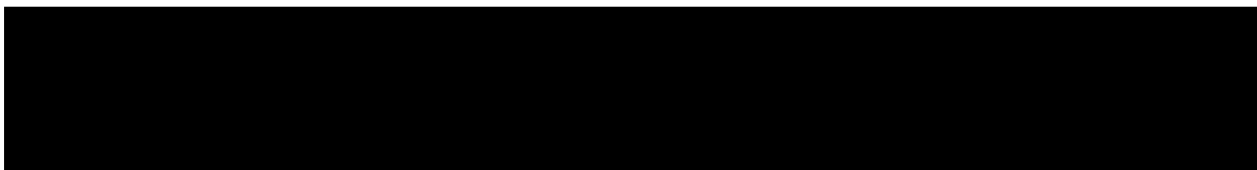
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The Intelligence School is responsible for training related to skills, techniques and methods applied in the production of finished intelligence and for orientations and briefings concerning the Intelligence Community and the Agency's mission and function in the national security structure.

The Language School provides part-time and full-time foreign language training to Agency personnel to support the Organization's overseas activities. In addition, it is required to maintain an inventory of Agency language requirements and capabilities. 25X1A



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